

**Minute of Annual General Meeting of Shetland Arts Development Agency, Thursday 22<sup>nd</sup> September 2016, held at 5.30pm at Mareel Meeting Room, Lerwick**

**Present:**

Lorraine Hall (LH), Chair, Shetland Arts  
 David Ramsay (DR), Vice Chair, Shetland Arts  
 Robin Sandison (RS), Trustee, Shetland Arts  
 Alan Skinner (AS), Trustee, Shetland Arts  
 Ryan Stevenson (RSt), Trustee, Shetland Arts  
 Helen Nisbet (HN), Trustee, Shetland Arts (via telephone)

**In Attendance:**

Graeme Howell (GH), General Manager, Shetland Arts  
 Kerry Eunson (KE), Finance Manager, Shetland Arts  
 Glenda Mackay (GM), Administrator, Shetland Arts (Minute taker)  
 Jayne Anderson, Director, A9 Partnership

**Apologies:**

Olive MacLeod (OM), Trustee, Shetland Arts  
 Veronica Rocks (VR), Trustee, Shetland Arts

Item	Topic	Action
1	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the Annual General Meeting.</p> <p>The Chair noted our thanks as an organisation to the valuable contribution that the late Danus Skene brought to SADA over a number of years. His loss as a Trustee and a Board member will be very much felt. There is a memorial service for Danus Skene on Friday 28<sup>th</sup> October at 3pm at the St Columba's Church in Lerwick.</p>	
2	<p><b>Annual Financial Statements</b></p> <p>Jane Anderson of A9 Partnership who conducted SADAs audit, presented the Annual Financial Statements to the Board.</p> <p>Jane explained that there is a surplus on the unrestricted funds of £22K which has been reduced to £18K.</p> <p>Jane noted that the pension liability has improved and there is less of a liability now. This leaves SADA with an overall unrestricted fund surplus of £330K.</p> <p>There is an improved deficit position from the previous year.</p> <p>Page 15 and 16 explain that the accounts are compliant with</p>	

	<p>all the necessary legislation and that the accounts give a true view of the charities affairs at the year end.</p> <p>There is a management letter explaining a few points that could improve but overall the audit was more straightforward than the previous year.</p> <p>GH explained that there is a statement from the Chair this year, instead of a statement from the Chair and the General Manager like previous years.</p> <p><i>The Board approved the Annual Financial Statements and these were signed off at the meeting.</i></p>	
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Meeting closed at 5.40pm.

Minute approved:

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Lorraine Hall  
Chair, Shetland Arts Development Agency